



## Satellite Caucus Application

Applications are due by November 18, 2019.

Applications may be delivered to  
5661 Fleur Drive, Des Moines, IA 50321  
or via email at [satellite.caucus@iowademocrats.org](mailto:satellite.caucus@iowademocrats.org)

Your name: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your email address: \_\_\_\_\_

*I attest that I am registered to vote as a Democrat in the state of Iowa and that the information provided in this application is true to the best of my knowledge:*

\_\_\_\_\_  
(signature or mark of applicant)

### Proposed Satellite Caucus Site (location) Information

State of proposed satellite site: \_\_\_\_\_

County of proposed satellite site: \_\_\_\_\_

Site name: \_\_\_\_\_

Site address: \_\_\_\_\_

Site contact name: \_\_\_\_\_

Site contact phone: \_\_\_\_\_

Site contact email: \_\_\_\_\_

\_\_\_\_\_

## Satellite Caucus Application

***Please provide a detailed reason describing the need for this satellite site (use additional pages if needed):***

# Satellite Caucus Application

## Venue Information

**Has the owner/manager approved the use of this site?**

*(Please attach documentation of the owner/manager's approval, if available.)*

**Is this location normally open to the general public? If not, please describe who is allowed in this location.**

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**Hours the site is available:**

- *If this is a public facility, what hours is the caucus site open to the public?*

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- *If this is a closed site, what hours is the caucus site available to you?*

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**Is there a designated parking lot, and how many spots are available?**

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**If there is not a designated parking lot, please describe the nearest available parking or provide an explanation why parking is not needed.**

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## Satellite Caucus Application

Number of tables available to use during the caucus: \_\_\_\_\_

Number of chairs available to use during the caucus: \_\_\_\_\_

Does the venue have Wi-Fi that is available to caucus leaders?

\_\_\_\_\_

Is there sufficient space for preference groups to form in the caucus room?

\_\_\_\_\_

Will the venue allow directional signage to be hung on the walls?

- Democratic Party signs? \_\_\_\_\_

- Candidate signs?

\_\_\_\_\_

## Satellite Caucus Application

### **ADA Compliance and Functional Accessibility**

*Satellite caucus sites that are approved to be open to the general public must be ADA compliant.*

Does the building claim to be ADA compliant? \_\_\_\_\_

Are there any stairs from the main building entrance to the caucus room?

\_\_\_\_\_

Are all hallways and doors at least 36 inches in width? \_\_\_\_\_

Are there ADA compliant restrooms in the building? \_\_\_\_\_

How many designated accessible parking spots are available?

\_\_\_\_\_

What is the walking distance from the parking area to the caucus room?

\_\_\_\_\_

Do any accommodations need to be made to make this location ADA compliant?

\_\_\_\_\_

Please include diagrams and/or photos of the venue and caucus room:

## Satellite Caucus Application

### Caucus Information

Satellite Caucus Sites that anticipate 10 or more attendees have a greater likelihood of being approved. Unless this is a request for an accommodation under the ADA in order to be able to participate in the Caucuses; however, all applications will be considered.

How many potential caucus-goers would attend this satellite caucus who would not otherwise be able to attend their precinct caucus?

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How many people do you estimate will participate in this satellite site?

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Time the caucus will occur: (if not 7 pm CT, please explain why)

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